
ANNUAL EMPLOYEE NOTIFICATIONS (PAY-W095)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is applied to distribute annual payroll deadlines.

2.0 RESPONSIBILITY:

- 2.1 Fiscal Services Technician I

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

3.0 APPROVAL AUTHORITY:

- 3.1 Supervisor IV, Payroll Services

Authorized Signature on File

4.0 DEFINITIONS:

- 4.1 The memos distributed let the sites and departments know the deadline for submitting work to the Payroll Services Department to be processed.
- 4.2 ISET – Information Services and Education Technology Department

5.0 WORK INSTRUCTION:

5.1 W-2's memorandum:

- 5.1.1 Updated and distributed every year in December.

5.2 Payroll deadlines memorandum:

- 5.2.1 Updated and distributed at the beginning of each fiscal year.

5.3 Monthly payroll schedule:

- 5.3.1 Updated and distributed to Payroll Services, Personnel Services, Accounting, Budget, ISET, and Purchasing Departments every month.

5.3.1.1 Special (make-up) payroll:

- 5.3.1.1.1 Dated 3 days after a mid-month or month end payroll date.
- 5.3.1.1.2 Cut off for transaction input is 2 business days before the payroll date at 3PM.
- 5.3.1.1.3 Payroll Services runs labor and final compute after transaction cutoff at 3PM.
- 5.3.1.1.4 ISET processes payroll immediately following final compute and prints reports and checks.
- 5.3.1.1.5 Payroll Services attaches vendor deduction reports to corresponding vendor checks and mails checks the day before payroll date.

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5.3.1.2 Mid-month payroll:

- 5.3.1.2.1 Dated the 15th of every month unless the 15th falls on a weekend or holiday. If the payroll date falls on a weekend, the checks will be dated the last business day.
- 5.3.1.2.2 Cut-off for transaction input is 4 business days before the payroll date.
- 5.3.1.2.3 **ISET** locks pay cycles.
- 5.3.1.2.4 ISET processes payroll the following day and prints reports and checks.
- 5.3.1.2.5 Payroll Services attaches the vendor reports to corresponding vendor checks and mails the day before the payroll date.

5.3.1.3 Month-end payroll:

- 5.3.1.3.1 Dated the last day of every month unless the last day falls on a weekend or holiday. If the payroll date falls on a weekend, the checks will be dated the last business day.
- 5.3.1.3.2 Cut-off for transaction input is 5 business days before the payroll date.
- 5.3.1.3.3 ISET locks pay cycles 4 business days before payroll date.
- 5.3.1.3.4 ISET processes payroll the following day and prints reports and checks.
- 5.3.1.3.5 Payroll Services attaches the vendor reports to corresponding vendor checks and mails the day before the payroll date.

5.3.1.4 ER/ERP & CalPERS:

- 5.3.1.4.1 The CalPERS payroll is dated around the 23rd of each month, working around the special payroll. The ER/ERP pay cycle is always dated the day before.
- 5.3.1.4.2 The Benefits Department runs labor and final computes 3 business days before the ER/ERP and CalPERS pay cycles.
- 5.3.1.4.3 ISET processes pay cycle and prints reports and checks.

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 W-2 Memorandum
- 6.2 Payroll Deadlines Memorandum
- 6.3 Monthly Payroll Schedule

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
W-2 Memo- random, Payroll Deadlines Memorandum, Monthly Payroll Schedule	File cabinet in office	One year	Destroy as desired after one year retention	Access with approval of Payroll Services Department.

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/21/04	A	Initial Release
07/16/07	B	Correction to Identification revision in Record Retention Table

***** End of procedure *****